



<b>Job Title</b>	<b>Behavioral Health Clinical Navigator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>18265</b>

## Class Specification – Behavioral Health Clinical Navigator I

### Summary Statement:

The purpose of this position is to perform assessment, navigation, brief solution focused treatment, as well as, team oversight duties. Work with community citizens who have been identified as super utilizers (members) with in the Emergency Medical System, to include 911 and Emergency Department over usage. Work with the member through crisis and symptom management, into the health maintenance phase and sometimes at the end of life. Work closely with members to identify and address the barriers that keep members from getting ongoing resources and treatment they need. They also coordinate care, provide behavioral/ social information tailored to the needs of each member, and provide motivation and support. Behavioral health clinicians will also assist with referral management and intakes into the CARES program. Work in a team with a medical navigator to manage an integrated caseload.

### DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Behavioral Health Clinical Navigator series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	Conduct intensive case management for members on a daily basis; complete behavioral health intakes/ assessments for those individuals referred to the CARES program; coordinate care for CARES members as the need arises in their intervention; implement behavioral modification/ solution focused treatment for issues that are hindering improvement; conduct psychoeducation specific to the client's reported diagnoses and symptomology; and create intervention planning/ goal setting for each member on caseload and review monthly.
20%	Participate in case consultation with both internal/ and external partners as needed to assist compliance of member; interact in professional to professional communication as



<b>Job Title</b>	<b>Behavioral Health Clinical Navigator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>18265</b>

	needed to advocate for member; and complete case conceptualization/ differential diagnosis/ presentation as needed in grand rounds and community meetings.
10%	Provide community trainings/ education upon request and assist with community outreach, building relationships with partners/ agencies, and maintaining positive alliances.

### **Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Master's degree from an accredited college or university with major coursework in social work, counseling, psychology, or related field.

**Experience:** One year of full-time experience working with patients in a behavioral health setting



<b>Job Title</b>	<b>Behavioral Health Clinical Navigator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>18265</b>

including internship.

#### **Education and Experience Equivalency:**

This classification is not eligible for education or experience equivalency.

#### **Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado Driver's License

Upon hire

Certifications required in accordance with standards established by departmental policy.

#### **Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

#### **Supervision Received:**

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

#### **Fiscal Responsibility:**

This job title has no budgetary responsibility.

#### **Physical Demands:**

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally



<b>Job Title</b>	<b>Behavioral Health Clinical Navigator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>18265</b>

Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Occasionally

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: August 2017